

<b>TRANSMITTAL SLIP</b>		DATE <b>23 AUG 1972</b>	
TO:		STAT	
ROOM NO.	BUILDING		
<b>526</b>	<b>Chamber of Commerce</b>		
REMARKS:			
<p><b>Another meeting has been</b> <b>scheduled for Friday,</b> <b>25 August at 10:00,</b> <b>Room 3F-22</b></p>			
FROM:		STAT	
ROOM NO.	BUILDING		
<b>3F-22</b>			

DRAFT #3

Uniform Procedures for Security Control  
of Non-Compartmented TOP SECRET and  
"Sensitive Compartmented Information" (1)

The following procedures have been structured for use throughout the Central Intelligence Agency to satisfy security needs for the protection and control of both Sensitive Compartmented Information (1) and non-compartmented TOP SECRET information in accordance with the requirements of Executive Order 11652.

1. CONTROL OFFICERS

Agency TOP SECRET and Compartmented Control Officers will be designated as required to receive and facilitate the transmission and control of TOP SECRET and compartmented intelligence documents and to serve as offices of record for major organizational components.

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(1) The term "Sensitive compartmented information" as used is intended to include all information and materials bearing special community controls indicating restricted handling within present and future community intelligence collection programs and their end products for which community systems of compartmentation have been or will be formally established. The term does not include Restricted Data as defined in Section 11, Public Law 83-703, Atomic Energy Act of 1954, as amended.

## 2. CONTROL NUMBERS

Each TOP SECRET or compartmented intelligence document produced or received by CIA will bear <sup>an identifying code device or syst. Control</sup> ~~a number or device~~ which will serve to identify the document for purposes of control and accountability as long as it remains in the Agency.

### (a) Documents Originated in CIA

Documents produced in CIA will be assigned a control number by the TOP SECRET control officer in the case of non-compartmented TOP SECRET, and by the Compartmented Intelligence Control officer in the case of compartmented intelligence. Blocks of control numbers will be allocated by the Office of Security.

### (b) Documents Received from Outside CIA

Non-compartmented TOP SECRET intelligence documents received from outside of CIA will be given a CIA TOP SECRET Control Number. Compartmented intelligence documents will bear the originator's identifying code device or system control number, <sup>which</sup> ~~The originator's number or identifying code device or compartmented documents or material~~ will serve as the control device while in CIA.

### 3. LOGS

TOP SECRET and compartmented intelligence documents produced or received by CIA will be recorded by the TOP SECRET or Compartmented Intelligence Control Officer serving the component ~~or individual~~ *individual* ~~originating or receiving the document.~~ A log record will be maintained. Logs may be destroyed five years after the documents shown in the log have been destroyed, downgraded, ~~transferred to Records Center~~ *transferred to Records Center* or sent outside of the purview of the control officer.

*What  
log do  
they keep  
at RCTC?*

### 4. COVER SHEETS

The use of cover sheets on compartmented intelligence documents and non-compartmented TOP SECRET documents is optional as long as the document remains within CIA. Appropriate cover sheets will be used when documents are dispatched outside of CIA. ✓

### 5. TRANSMISSION OF DOCUMENTS

(a) TOP SECRET or compartmented intelligence documents may be delivered by any CIA courier service. All members of CIA courier services are approved to transmit TOP SECRET material and any document or material in any of the compartmented control systems. This does not apply to CIA summer employees assigned to messenger duties.

(b) TOP SECRET or compartmented intelligence documents may be delivered throughout the Headquarters Building by any ~~staff~~ employee accredited for access to the material.

This does not apply to CIA summer employees assigned to messenger duties.

(c) Courier Classified Mail Receipts will be used for TOP SECRET or compartmented intelligence documents or group of documents transmitted by Agency courier services. The receipts will be numbered serially and the number will be inscribed on the corresponding document receipt and on the envelope or wrappers. The courier will sign and enter the date and time of pickup on the duplicate which will be retained in the transmitting office.

*(d) A document*  
6. WRAPPING

(a) Transmission within the Headquarters Building

TOP SECRET or compartmented intelligence documents are to be transmitted within the Headquarters Building in such a manner as to preclude inadvertant exposure.

(b) Transmission Outside the Headquarters Building

TOP SECRET or compartmented intelligence informa-

tion and material shall be enclosed in opaque inner and outer

covers before transmitting. The inner cover shall be a sealed

wrapper or envelope plainly marked with the assigned classifica-

tion and ~~address~~.

The outer cover shall be sealed and addressed, *reflect*  
~~with~~ no indication of the classification of its contents, *but be returned*, a return

address ~~will be included~~.

7. DESTRUCTION

The destruction of TOP SECRET or compartmented intelligence

documents ~~must~~ *will* be accomplished in accordance with applicable laws and

regulations. Questions concerning the legal authority for the destruction

of Government records should be referred to the area records officer. Sur-

plus copies of TOP SECRET or compartmented intelligence documents may

be destroyed by approved means. The date of destruction will be recorded

in the area log. It is the responsibility of the custodian to inform the ap-

propriate Control Officer of destruction.

## 8. REPRODUCTION

TOP SECRET or compartmented intelligence documents may be reproduced only upon authorization by the originator<sup>ing office</sup> and reproduction ~~will~~<sup>must</sup> be limited to the minimum number of copies required for efficient operation. Reproduction<sup>ed</sup> copies will be controlled in the same manner as prescribed for original copies.

### (a) CIA-Produced Documents

Permission to reproduce CIA-originated TOP SECRET or compartmented intelligence documents will be obtained from the originator if within the area proposing to reproduce or through the appropriate control officer if in another area.

### (b) Non-CIA Produced Documents

2, Permission to reproduce TOP SECRET or compartmented intelligence documents of other than CIA origin will be requested through the receiving control officer.

## 9. ACCOUNTABILITY

If TOP SECRET or compartmented intelligence documents cannot be accounted for, the Office of Security will be informed promptly.

10. WAIVERS

Receipts will not be required for the transmittal of T/K material within the Headquarters Building in that area formerly known as the All-Source Center. OCI Registry's current procedures will serve in satisfaction of requirements for registration and accountability of T/K material.

The initial point of receipt of COMINT within the Agency will serve as the official registry for record of disposition of such material and it will <sup>not</sup>~~no longer~~ be required to maintain strict accountability of such material among and between other internal control points or registries within the Headquarters Building.